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Copy 19 of 19

1 May 1956

MEMORANDUM FOR: Chief, Finance Division

ATTENTION : Payroll, Travel and Allowance Branch

SUBJECT : Foreign Duty Data Sheet and other Pertinent Information

1. Transmitted herewith for appropriate action are documents listed opposite the names of individuals who will be located [redacted] as follows:

<u>PAY DATA SHEET</u>	<u>INSURANCE QUESTIONNAIRE</u>	<u>CHECK DISTR. REQUEST</u>	<u>RESIDENCE & DEPENDENCY FORMS</u>
Orig & Blue	Original	None	Original
"	None	"	None
"	Copy	4-18-56	"
"	Original	None	"
"	"	"	Orig
"	None	"	Original
"	Original	"	None
"	"	"	Original
"	"	"	"
"	None	"	"
"	"	"	"
"	Original	"	"
"	"	"	None

2. It will be noted that the effective date has not been shown on many of these Foreign Duty Data Sheets because individuals did not know exactly when they were departing. The effective date for all, unless otherwise specifically indicated, is for the pay period beginning with 22 April and ending 19 May 1956. It is assumed, since the information mentioned above was completed by the Civilian Processing Branch, Personnel Office, that any information required for pay purposes not furnished herewith has heretofore been supplied. If any information is missing please advise at the earliest practicable date in order that the required may be procured and supplied.

3. It is kindly requested that the blue copy of the Foreign Duty Data Sheet be completed to show the amount of leave to the credit of each individual in order that it may be furnished to the Foreign Finance Officer by the undersigned.

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DMO/jec

Distribution:

O&I - Addressee w/atts

3 - JW (Pers)

4 -

5-17 - Proj Pers files

18 - Reading

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Project Comptroller

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